

EXAMPLES FOR COMPLIANCE REVIEW

- Are the following **posters** displayed in conspicuous areas so all employees have easy access to them? Posters must also be displayed in Spanish where there are Spanish speaking employees. Posters may be downloaded from the U.S. Department of Labor and the TN Department of Workforce Development web sites.

<u>Federal</u>	FLSA Minimum Wage (dated October 1996) FMLA (dated August 2001) EEO Workers with Disabilities (October 1996)
<u>State</u>	TOSHA (November 2000) Unemployment Insurance (May 2004) Child Labor Laws (August 2000) TN Discrimination in Employment (December 2000)

- **Out of Class** dates should be tracked (any over 100 days require Civil Service approval)
- **DONI** dates should be current in Fastnet
- **Date of Next Review** should be current in Fastnet
- **Performance appraisal scores** should be current in Fastnet
- Non Exempt employee **election of overtime pay or time off** must be documented
- Any **bonus plan** should be approved by Civil Service and part of department rules. HR should have a copy. Is there a record bonuses paid?
- Have current **organization charts** (less than 1 year old) been emailed to HR?
- **Seasonal employees** working at least 20hr/wk for 3 months should have benefits
- Is there proper documentation for **performance ratings of 1 or 3?**
- There should be a record of **FMLA time taken and time remaining**. If employees returning from unpaid leave are not keyed on time, their insurance arrears will increase.
- **New hires** should be keyed into Fastnet before the deadline for them to receive their first paycheck on time.
- **Last day worked** is the date an employee is actually at the workplace. (This stops further accrual of vacation or sick leave.)
- **Year end sick leave conversion** should be recorded and documented.
- Is there a written **open range plan**? If so, does HR have a copy?
- Are **drug test** results in a separate, secured file? How is compliance with monthly/random list tracked? How long before employee is tested?
- Are records kept for **mandatory training** completion for each employee? (Orientation, Sexual Harassment, Substance Abuse, Defensive Driving as required, Internet as required, MMI as required, Safety and Hazard Communication as required)
- **Short Term Disability** (Note: If an employee uses sick time after the waiting period, the benefit will not be paid. If employee wants to use vacation time, it will not affect the benefit. (Vacation pay will be in addition to disability payments.)